

2016 Renewal Reminder

The 2016 Renewal season opens **February 1, 2016**. All court reporters should complete the online renewal application via the Georgia Courts Registrar (GCR) no later than **April 1, 2016**. To renew, you must log in to the GCR, <https://gcr.onegovcloud.com>, to complete your questionnaire and submit payment. Please find below a few steps to help you complete the renewal process.

To Complete the Questionnaire

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. At the bottom of the Profile page, click Questionnaire 1 Renewal Questionnaire. Answer every question, and then click Submit.

To Submit Payment

1. Once your questionnaire tile is yellow or green, you may click on the green Payment button that will appear at the bottom of your profile page. You may pay by check or credit card.
2. Click Review to confirm your entries, and if correct, click Place Order. You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green Print button.

Forgot your password?

1. On the [Georgia Courts Registrar](#) home page, enter your email in the top box above the login button and click Forgot Password.
2. Answer the security questions and choose a new password that is at least eight characters including one number, one uppercase letter, one lowercase letter, and one special character located above the one through zero on the keyboard. Retype this password in the bottom box. Then click Reset Password.

Should you require additional support, contact us by email, gcr.courtreporters@georgiacourts.gov. For detailed instructions download the [Step-by-Step User guide](#) on the GCR login screen.

Thank you and we look forward to receiving your application.